



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT CHIEF, SHERIFF'S FOOD SERVICES

Class No. 004460

■ CLASSIFICATION PURPOSE

To assist the Sheriff's Food Services Manager in planning, directing and coordinating food service activities at a variety of detention and probation facilities and locations within the County of San Diego; and performs related work as assigned.

■ DISTINGUISHING CHARACTERISTICS

This is the second-highest level position in the class series and assists in the coordination and operation of institutional food service units located in detention and probation facilities. This class is distinguished from the next lower class, Food Services Supervisor in that the latter class is responsible for the complete operation of a particular food service unit.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

Assists the Manager in the following duties:

1. Selects, trains and supervises food services supervisors who direct cooks and food service workers who prepare and serve food.
2. Plans, assigns, schedules and evaluates the work of food service personnel.
3. Designs dietetic policies, procedures, and staff development programs.
4. Analyzes needs, prepares and manages budget.
5. Maintains cost accounting records, develops forms and records for food production cost controls when necessary.
6. Formulates long and short-range plans for food service operations and facilities.
7. Evaluates menus and directs the preparation of food for staff, inmates, residents and others to ensure food's nutritive value, flavor, appearance and proper temperature.
8. Develops specifications for purchasing of food supplies.
9. Procures inventory both for equipment and food supplies.
10. Institutes safety precautions and sanitary measures and enforces maintenance of a high standard of sanitation.
11. Recommends new equipment purchases.
12. Conducts regular inspection of kitchens and storerooms to ensure proper maintenance and repair of equipment; participates in design of new kitchen facilities.
13. Performs as a working supervisor when necessary.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles of effective organization and management of institutional food services.
- Practices, methods, and equipment used in preparing, cooking, and serving large quantities of food.
- Practices of ordering, storing, and inventorying large quantities of food.
- Principles and techniques of supervision and training.
- Budgetary development and controls associated with food services.
- Principles of safety and sanitation in quantity food production.
- Principles and practices of the Recommended Dietary Allowance and Minimum Daily Requirements.
- Development and use of cost accounting principles and inventory standards.
- Office procedures and personnel management through subordinate supervisors.
- Complete working knowledge of all duties performed by the Food Services Supervisor of each facility.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Plan, organize, direct and coordinate the food services of institutional units in different locations.
- Train and supervise personnel engaged in food services and preparation work.
- Estimate and order quantity food requirements.
- Keep detailed and complex records.
- Prepare reports and statements.
- Maintain and operate food service equipment.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

- Five (5) years as a Food Services Supervisor with the County of San Diego; **OR**
- Five (5) years as a Supervisor in the Food Services Industry of which at least three (3) years must be equivalent to a Food Services Manager.

**NOTE:** A Serve Safe Certification is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: walking, sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

#### Working Conditions

Positions are located in detention and probation facilities. Requires supervision of food services workers as well as trustee inmates as food service workers.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation, which may include a psychological, polygraph or other examination or test.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: September 3, 2001**  
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**Revised: March 31, 2006**